



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
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LYNN T. BESHEAR  
COMMISSIONER

**RE-ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION  
EQUAL OPPORTUNITY EMPLOYER**

<b>JOB TITLE:</b>	Mental Health Specialist III (Autism Spectrum Disorder Intensive Care Coordinator)	<b>NUMBER:</b>	18-24
<b>JOB CODE:</b>	A6500	<b>DATE:</b>	July 27, 2018
<b>SALARY RANGE:</b>	78 (\$47,757.60-\$72,686.40)	<b>PCQ#:</b>	8846218
<b>JOB LOCATION:</b>	<b>Administrative Base:</b> Department of Mental Health RSA Union Building 100 North Union Street Montgomery, Alabama 36130	<b>Work Location:</b>	Autism Services Region V Birmingham, Alabama

**NOTE:** You must submit a separate application for each vacancy based on the respective location. Each application must include the job title and announcement number.

**MINIMUM QUALIFICATIONS:** Master's degree in a human services field, plus considerable experience (48 months or more) in the provision of services for individuals with intellectual or developmental disabilities (ID/D), some of which must include services for individuals with Autism Spectrum Disorder (ASD); **OR** 24 months current permanent status as a Mental Health Specialist II, with the experience as indicated above. *Preference may be given to applicants with supervisory experience.*

*Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.*

**NECESSARY SPECIAL REQUIREMENT:** Extensive day and some overnight travel is required. Must have a valid driver's license to operate a vehicle in the State of Alabama.

**KIND OF WORK:** This is advanced professional and administrative work with the Alabama Department of Mental Health, Division of Developmental Disabilities. The primary function of this position will be to provide In-Home Care Coordination services for children and youth with Autism Spectrum Disorder (ASD) or Co-Occurring ASD within the Region V catchment area. The care coordinator will be responsible for working directly with children/youth with ASD and their families; coordinating a child/youth and family team; preparing and monitoring an individual care plan; ensuring that appropriate services help meet all of the child/youth individual behavioral health needs by identifying, coordinating, and monitoring the array of supports and staff that allow the child/youth to

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remain in his or her home and community; assisting eligible individuals in gaining access to needed medical, social, therapeutic, educational, and other services; initiating and guiding service interventions; providing linkages for services and supports through face-to-face contact, phone calls, or electronic communication with the child/youth, their family, and providers; and providing future direction and/or supervision as the system of care coordination grows. The ASD Intensive Care Coordinator will report directly to the State Autism Coordinator.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of child/youth development and best practices in the field of ID/D, to include ASD. Knowledge and understanding of ID/D and ASD issues across the lifespan of the individual. Knowledge of state government and non-governmental agencies that provide services to individuals with ID/D, to include ASD. Knowledge and understanding of state and federal rules, regulations, and initiatives regarding individuals with ID/D, to include ASD. Knowledge of screening tools, diagnosis, and treatment related to child/youth with ID/D, to include ASD. Knowledge of public and private insurance. Knowledge of grant management. Ability to effectively collaborate, negotiate, and resolve conflict with stakeholders. Ability to interact with consumers and families and advocate for their needs. Ability to express ideas clearly, both verbally and in writing. Ability to maintain accurate records and develop reports. Ability to work a flexible work schedule to include nights and/or weekends as needed. Ability to supervise the work of others. Ability to travel with some regularity. Skilled in the use of a personal computer and Microsoft Office software.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. **Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.**

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

**DEADLINE: August 10, 2018**

**Click Here to Apply:**

[http://www.mh.alabama.gov/Downloads/ADHR/ADHR\\_ApplicationForEmploymentExemptClassification.pdf](http://www.mh.alabama.gov/Downloads/ADHR/ADHR_ApplicationForEmploymentExemptClassification.pdf)